

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
FROM: Lawrence C. Franklin, Jr., State Controller
DATE: March 26, 2003
SUBJECT: CFO QUARTERLY MEETING

The next quarterly meeting for departmental business offices will be held as follows:

DATE: Tuesday, April 22, 2003

TIME: 1:00 – 4:00 PM

PLACE: Department of Health Auditorium (Basement)
Three Capitol Hill
Providence, RI

AGENDA:

- ◆ Review of Fiscal Year 2003 Closing Timetable
- ◆ Review of Division of Purchasing purchase-requisition/purchase-order timetable
- ◆ Review of CFO memos since last meeting
- ◆ Update of state purchase card program
- ◆ Update on out-of state travel agency
- ◆ Operational issues and concerns
- ◆ Master Blanket Purchase Orders for lease agreements.

Please make every effort to attend this meeting.

/hh
CFO:03-49